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3 March 1958

MEMORANDUM FOR: Chief, Cartography Division  
Chief, Geography Division  
Chief, Map Library Division  
Chief, Photo Intelligence Division

SUBJECT: Selection of Marginal and Surplus Personnel

1. We have again been asked to prepare lists of unsatisfactory, marginal, and surplus personnel for the DD/I. As you remember, this was done about a year ago at this time.
2. The DD/I desires once again to identify personnel who are not up to standard or are surplus and to take appropriate action to remove or reassign them. Concerning this, there is presently before the DCI a paper -- prepared by the Director of Personnel and concurred in by all the Deputies -- setting up a formal Agency selection-out procedure.
3. Will you please forward to this office on an EYES ONLY basis, not later than 6 March, a list of individuals by name, grade, and position title under your jurisdiction who fall into the following categories: (a) Unsatisfactory performance; (b) Marginal or substandard performance; and (c) Satisfactory performance, but surplus to your requirements. In addition, indicate those individuals in the above three categories who may be now or shortly will be eligible for retirement.

Retained  
[Redacted] 25X1A9a  
[Redacted]  
Chief, Geographic Research

Distribution:

- 1 - Each Division Chief
  - 2 - Ch/G
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